

**MEETING OF THE
BOARD OF LIBRARY TRUSTEES
FEBRUARY 9, 2016**

MINUTES

Call to Order

Chairperson called the meeting to order at 7:17 pm. Attending were trustees Adam Delmolino, Kathy Fennelly, Joyce Radochia, Heather Calvin. Also attending was Andrea Nicolay, library director, and Maura Deedy, assistant library director. Barbara Muldoon and Frank Murphy were absent. Finance Committee Members Mary Margaret Franclemont and John Deyst were present.

FY2017 Budget Presentation to Finance Committee

Andrea Nicolay began the FY2017 Budget Presentation by highlighting successes: on Summer Saturdays at the Robbins Library, checkouts were 300 items an hour compared to an average of 165. Arlington's Libraries rank 9th in the state in Children's materials circulation, and 6th in the state in Children's program attendance. The reference desk at the Robbins Library receives an average of 20 questions per hour and Arlington's libraries rank 8th statewide in reference questions received. Arlington ranks 9th in the state in total circulation of library materials. In the first half of FY 2016, Arlington residents downloaded 23% more e-content than during the same period in FY 2015. Ms. Nicolay went on to review the FY2017 budget, which includes a 0.51% increase. John Deyst inquired about custodial responsibilities and the cleaning services, which are moving under the Facilities Department in FY2017. Ms. Nicolay reviewed the responsibilities of the part-time custodian, as well as the cleaning needs after hours. Ms. Nicolay explained that the Facilities Department is absorbing these budget line items, and will oversee the contract services that cover many buildings. Mary Margaret Franclemont asked for feedback from the Board. Mr. Delmolino emphasized the rank of Arlington Libraries given the size compared to the communities that rank higher (Boston, Springfield, Worcester) and the need for free services in the community. Ms. Fennelly emphasized that there is a strong library and strong school system which is very appealing and attractive to current and prospective Arlingtonians. Ms. Radochia shared the evolving view of teens and materials in the libraries, and how the library today is a safe and welcoming place for all ages. Ms. Calvin thanked the committee for the support and pointed out that without Summer Saturdays the library would be inaccessible to working families for two months out of the year. John Deyst inquired about the Arlington Libraries Foundation and how it supports the Library, and Ms. Nicolay explained the role of the Foundation. Mr. Delmolino expressed gratitude to the committee for their ongoing support of library services to Arlington.

Approval of Minutes

Trustees reviewed the minutes of the January meeting. Ms. Fennelly moved for the approval of the minutes. Ms. Radochia seconded the motion; the board approved unanimously. Ms. Calvin abstained.

Communications

The Massachusetts Library System extends an invitation to the Community Planning Workshops held in seven locations around the Commonwealth.

Community Time

Amy Hampe was present and expressed her enthusiasm about being a potential Board member, pending Board of Selectmen approval.

Director's Report

Ms. Nicolay reported that Robbins Library was awarded an Arlington Cultural Council grant for the Arlington Author Salon. This grant helps to define the Library as a driver of Arlington's cultural life. The last salon was standing room only. Ms. Nicolay reviewed the ongoing reserves situation and how the library is looking at ways to be more efficient. Ms. Deedy reviewed the Arlington Reads Together events and discussion programs. Mr. Delmolino inquired about what Faronics is, and Ms. Nicolay explained what the software does for our laptops. Adopt a Shelf PR was successful with 20 new volunteers. Ms. Nicolay provided updates about Reimaging our Libraries process and about the Library Design webinar she is taking. Andrea also will be visiting Workbar, MassChallenge and Cambridge Innovation Center to better understand how they are supporting entrepreneurs, and how the library can learn from them.

Review of Proposed Revisions to Trustee By-laws

The Board discussed the absence/attendance requirements for Board members, and agreed that the absence of 3 consecutive regular meetings may result in a request for resignation. Ms. Calvin inquired about the assigned duties to the Vice Chairperson. Board discussed various provisions for assuming the Chair when a Chair or Vice Chair is not present. AD offered that any change to the by-laws requires a two thirds vote per the by-laws.

Foundation Liaison Update

Foundation meets every other month; no update except that the annual appeal continues to bring in donations in support of Library materials.

Friends Liaison Update

Ms. Radochia reviewed the Friends of Robbins Library meeting and the investment goals discussed. Mr. Delmolino reviewed that the hours pilot program result was shared with the Friends of Fox at their January meeting. The Fox Library Wednesday hours will return to 12-8, however Fox staff will continue to accommodate Wednesday evening Friends of Fox co-sponsored programming for adults, staying after hours until 9 on those occasions.

Unanticipated Items

None.

Date of Next Meeting

The next meeting will be Tuesday March 8, 2016 at the Robbins Library.

Adjournment (vote needed)

Ms. Fennelly moved to adjourn. Ms. Radochia seconded the motion. Adjournment was approved unanimously.

Materials Distributed:

- February Meeting agenda
- Arlington's Libraries - Robbins Library and Fox Branch Library FY 2017 Budget Presentation
- January meeting minutes
- January Director's Report
- January 2016 Circulation Statistics
- By-Laws of the Board of Trustees DRAFT